Mark Availability for Upcoming Elections

Follow the steps below to mark yourself as available to work in upcoming elections.

Acceptance Email and Accessing Election Worker Portal

Once your online application has been accepted by the Cuyahoga County Board of Elections, you will receive an email with instructions on how to access the Election Worker Portal.



Hi Election Official,

Great news! We reviewed your Election Day Worker application and are excited to have you as an election worker in Cuyahoga County.

You can now log into the <u>Election Worker Portal</u> and mark your availability for upcoming elections.

Election Worker Login Credentials:

Username: youremail@email.com

Temporary password: aBcsfYhBwk (COPY AND PASTE INTO THE PASSWORD FIELD)

Click here to access Election Worker Portal

All Election Officials are required to complete a training session prior to working the polls on Election Day. We will contact you when classes are available.

If you are no longer available to be an Election Day worker, please email us at <u>electionofficials@cuyahogacounty.gov</u>. We will remove you from our contact list.

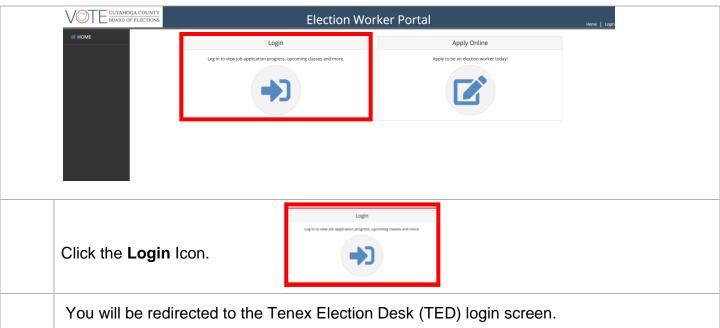
Sincerely,

The Election Officials Department Cuyahoga County Board of Elections electionofficials@cuyahogacounty.gov (216) 443-3277

Click on the link to the Election Worker Portal.

You will be redirected to the Election Worker Portal login screen.

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Enter your username and password. If you do not remember your password or have not set one up, click "I forgot my password." You will receive an email with instructions on resetting your password.

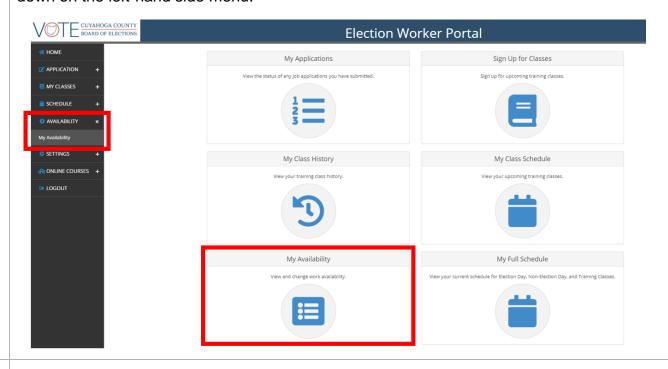
Once you have logged into the Tenex Election Worker Portal, you will be taken to the main home screen.



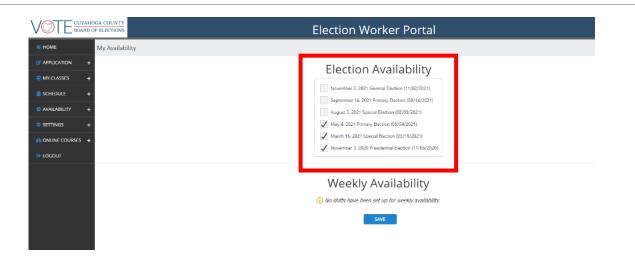
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Mark your Availability for Upcoming Elections

Click on the **My Availability** Icon or the **My Availability** option from the Availability drop-down on the left-hand side menu.



A checklist of election dates will appear under Election Availability.



Check the boxes next to the dates of the elections that you ARE available to work. Uncheck dates that you are NOT available to work.

Click the blue Save button.

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